Case Plan

The Case Plan has different aspects and can change when information is updated on the case or person. If the child is not in an Out of Home Placement (OHP) and there are no safety concerns on the Safety Assessment, Analysis and Plan, then the Case/Permanency Plan will not have a Safety tab. For a child not in an OHP and a Person Type of CPS, then the Safety tab displays.

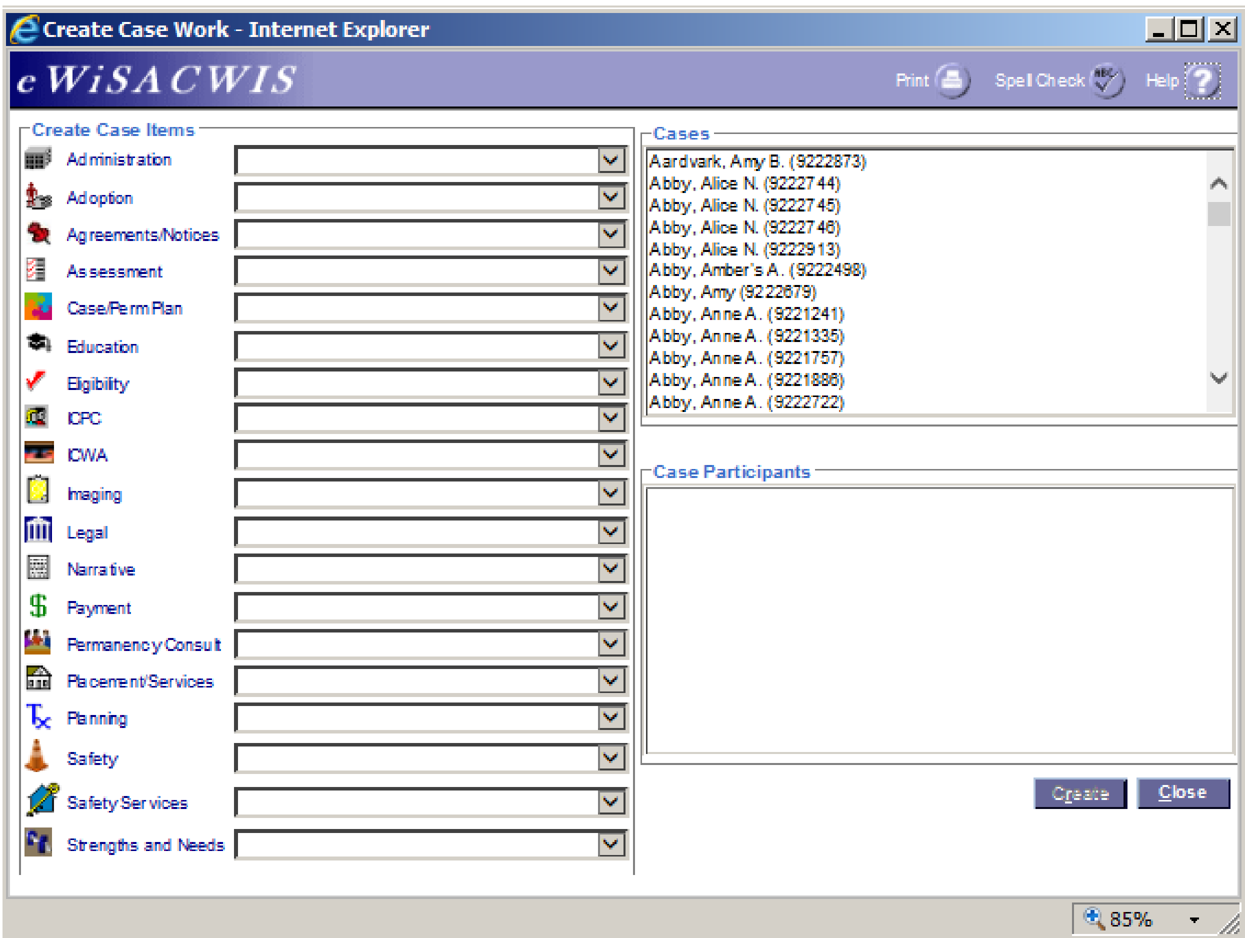
Note: In order to create a Case Plan, an assignment to the case is needed.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button 

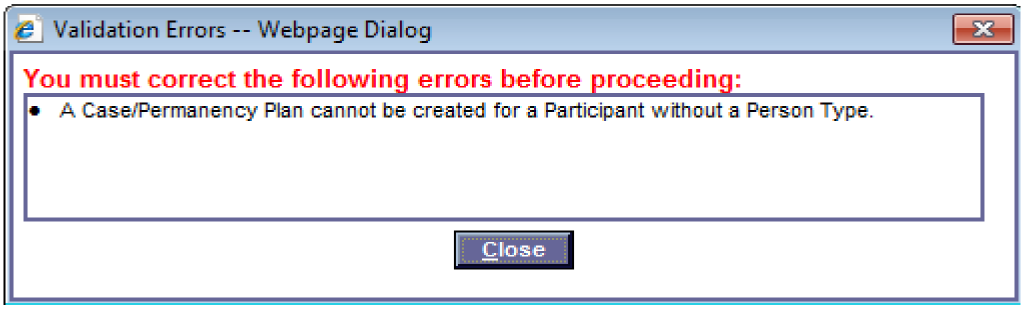
. This will open the Create Case Work page.

2. On the Create Case Work page, select Case/Permanency Plan from the Case/Perm Plan icon. Select the family and the case participant. Then click Create.

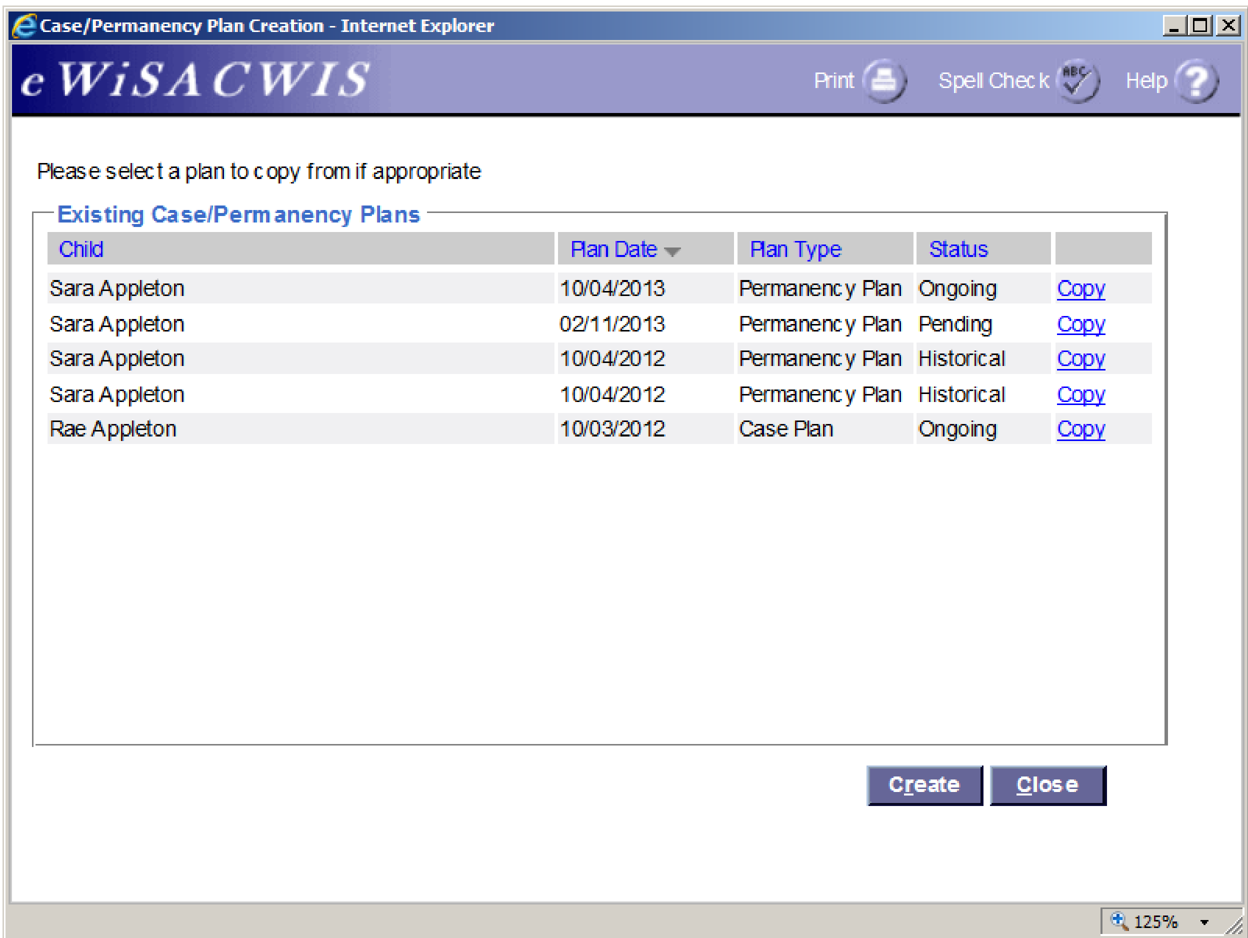
   Note: A Case Plan can be created for multiple children. Hold down the 'Ctrl' key for multi-selection on the Create Case Work page. Or additional children can be added to the Case Plan on the Case/Permanency Plan page.



Note: A Person Type is required in order to create a Permanency Plan. See the Person Management User Guide for additional information.



3. If a Case Plan or Permanency Plan exists, the Case/Permanency Plan Creation page will appear. Click the Copy hyperlink to copy an associated Plan. Otherwise, click the Create button to create a new Case Plan.



4. On the Case/Permanency Plan page, a date will prefill in the Plan Date field based on when the next plan is due. The Plan Date will determine what type of plan displays, based on the child's Person Type.

   Note: Having a future date on the plan brings in any additional applicable information (Services; Education; Medical/Mental Health; Safety Assessment, Analysis and Plan; and CANS) each time the plan is opened. In order to approve the plan, a future Plan Date is not allowed but upon approval, you will be able to update the Plan Date to the approval date.

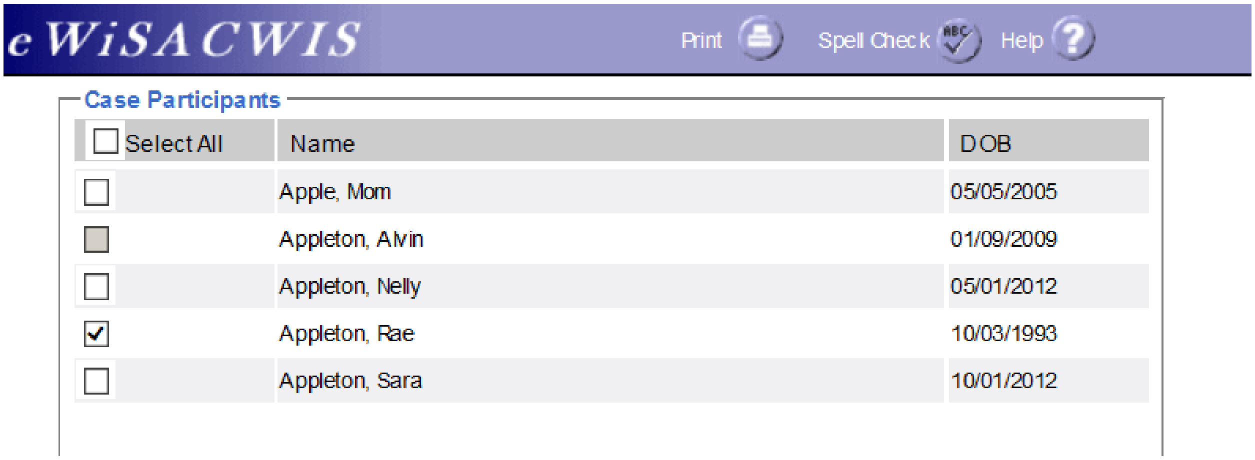
5. The first tab is the Basic tab. The Basic tab displays the name of the child as a group box with the name displayed as a hyperlink. If you select this hyperlink, it will open the Person Management page to edit the child's information.

   To add additional children to this plan, click the Add/Edit button on the lower right corner of the page. This will open the Child/Youth Participants page.

Note: If the case planning is being done for an unborn child, the plan type in the above screen will display "Unborn, Last name".

Note: Select the "Case Notes:" hyperlinks to search Structured Case Notes. See the Creating and Viewing Case Notes/Structured Case Notes User guide for more information.

On the Child/Youth Participants page, select to add or remove children on the plan. Click Continue to return to the Case/Permanency Plan page.

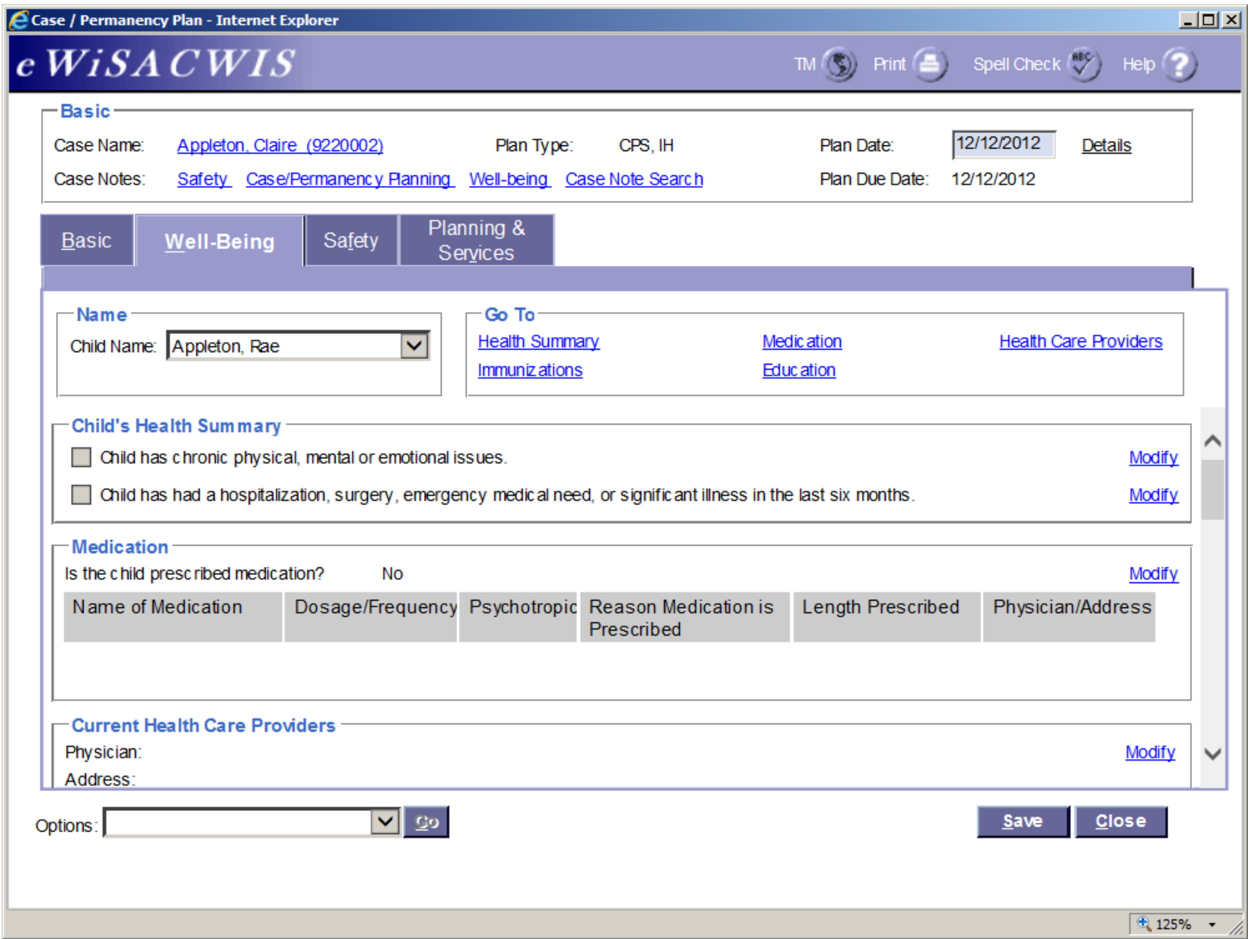


In the Court Information group box, click the Add/Edit button in the Court Information group box to add the court information.

On the Court Information Selection page, select all applicable court numbers for the child. If the appropriate court number is not displayed, click the Legal Record hyperlink to add the court information to the Legal Record. Once all court numbers have been selected, click the Continue button to return to the Case/Permanency Plan page.

6. The next tab is the Well-Being tab. If there are multiple children on the plan, select the child's name from the drop-down (select Yes to the pop-up to save the page) and the page displays with the Child's Health Summary, Medication, Current Health Care Providers, Immunization Information, and Educational Summary group boxes. These fields are not enabled on this tab. All information in the group boxes pre-fills from the Person Management page. Click on the Modify hyperlink to update the associated information.

Note: Use the 'Go To' links to jump to that specific section of the Well-Bing tab.

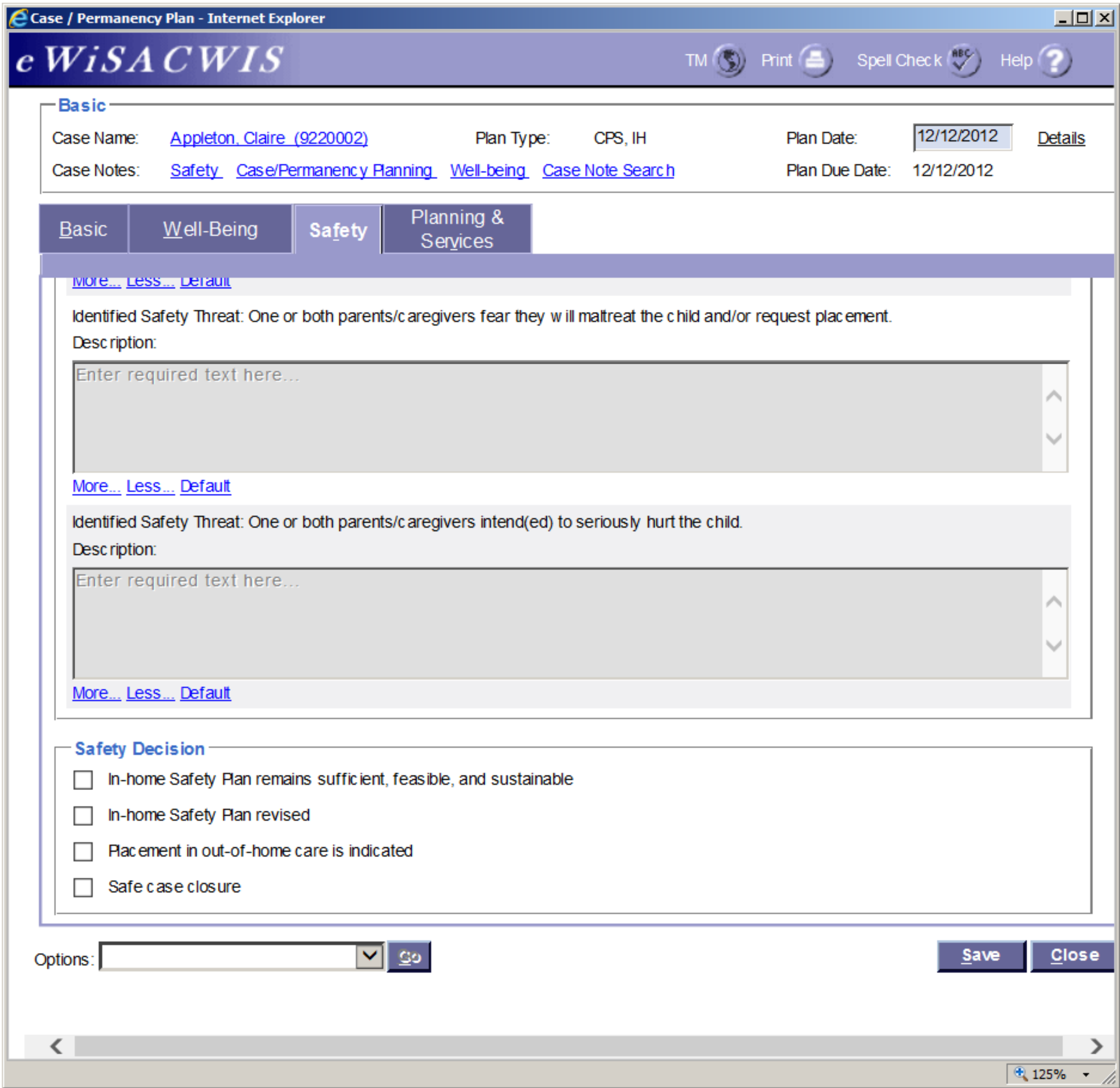


Note: For a case plan with person type of "Unborn" or if the child has a birth date that is after the Plan date, the groupboxes that appear below the "name" groupbox will be disabled as seen below.

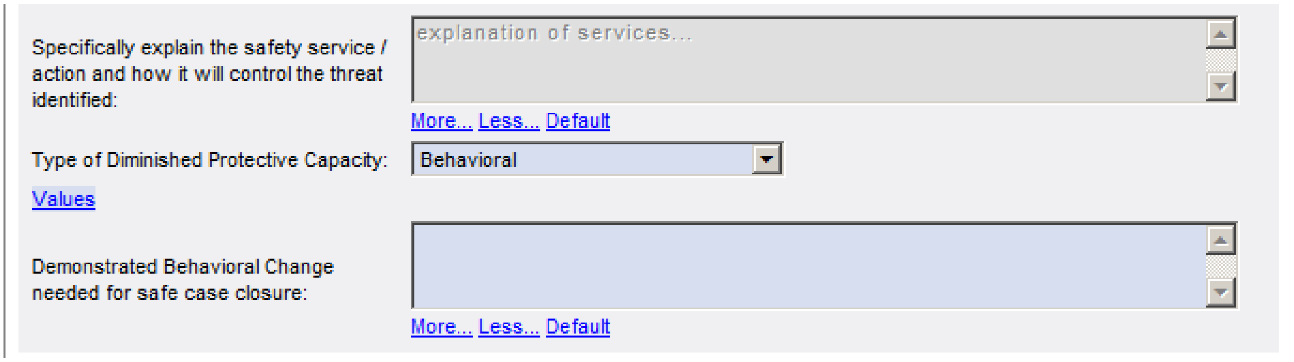

Case / Permanency Plan - Windows Internet Explorer
eWiSACWIS
TM
Print
Spell Check
Help
Basic
Case Name: Aanteater, Mother (9223033)
Plan Type: Unborn, IH
Plan Date: 11/02/2015
Details
Case Notes: Safety Case/Permanency Planning Well-being Case Note Search
Basic
Well-Being
Planning & Services
Aanteater, Unborn
Name: Aanteater, Unborn (9227341)
Person Type: Unborn
Birth Date:
Court Information
Court File Number(s) Branch Judge
Legal Record
Add/Edit
Add/Edit
Options:
Go
Save
Close
100%

The next tab is the Safety tab (this tab will only display if the Person Type is CPS). From this tab, you can select the Create Safety Assessment, Analysis and Plan hyperlink to create a Safety Assessment, Analysis Plan.

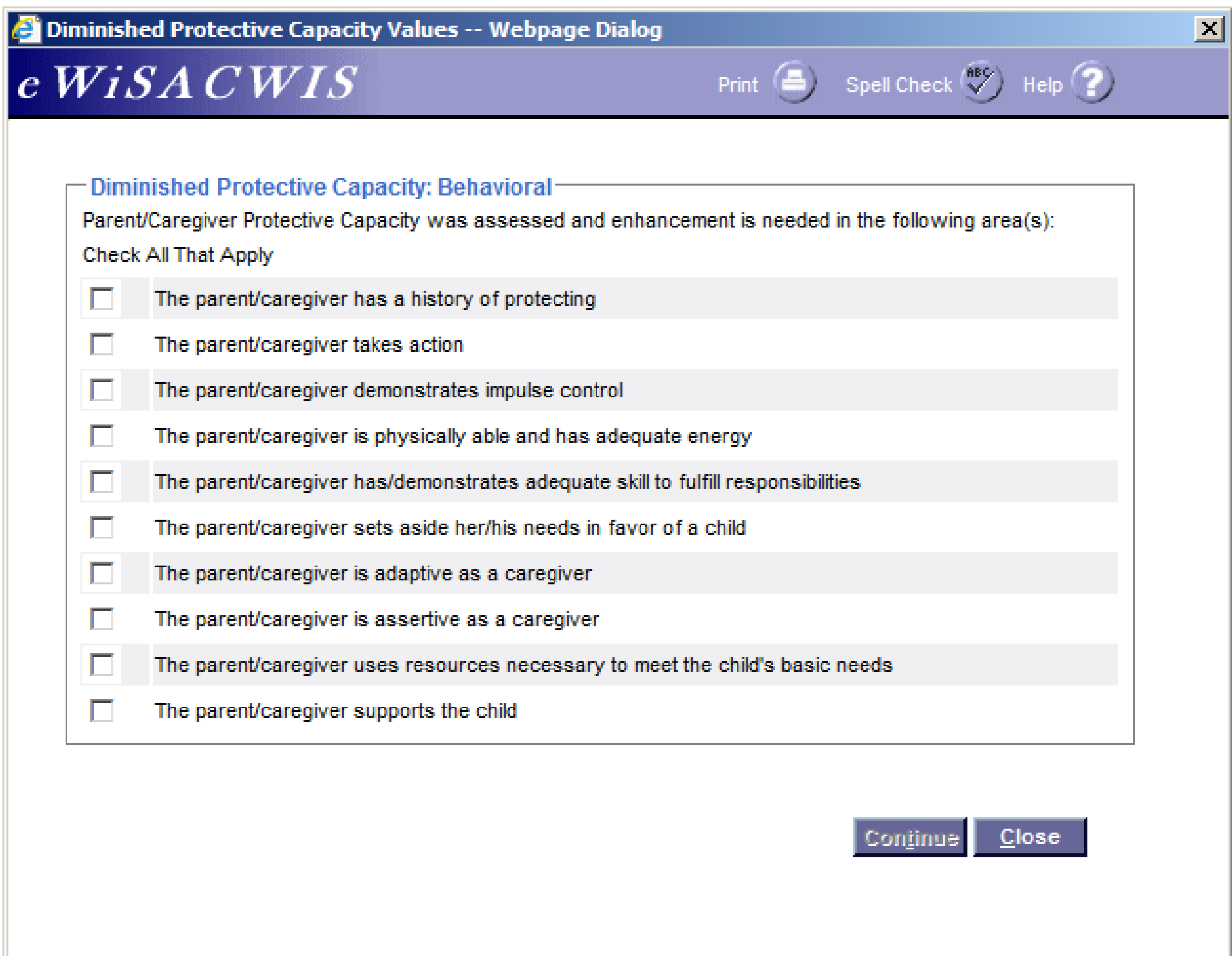
Note: When the Person Type is CPS, there must be an associated Safety Assessment, Analysis Plan in order to approve the Permanency Plan.



If Safety Services exist, select the Type of Diminished Protective Capacity, this will automatically launch the Diminished Protective Capacity Values page. The [Values] hyperlink can be used to return to the Diminished Protective Capacity Values page.



On the Diminished Protective Capacity Values page, select all applicable values. Click Continue to return to the Case/Permanency Plan page.

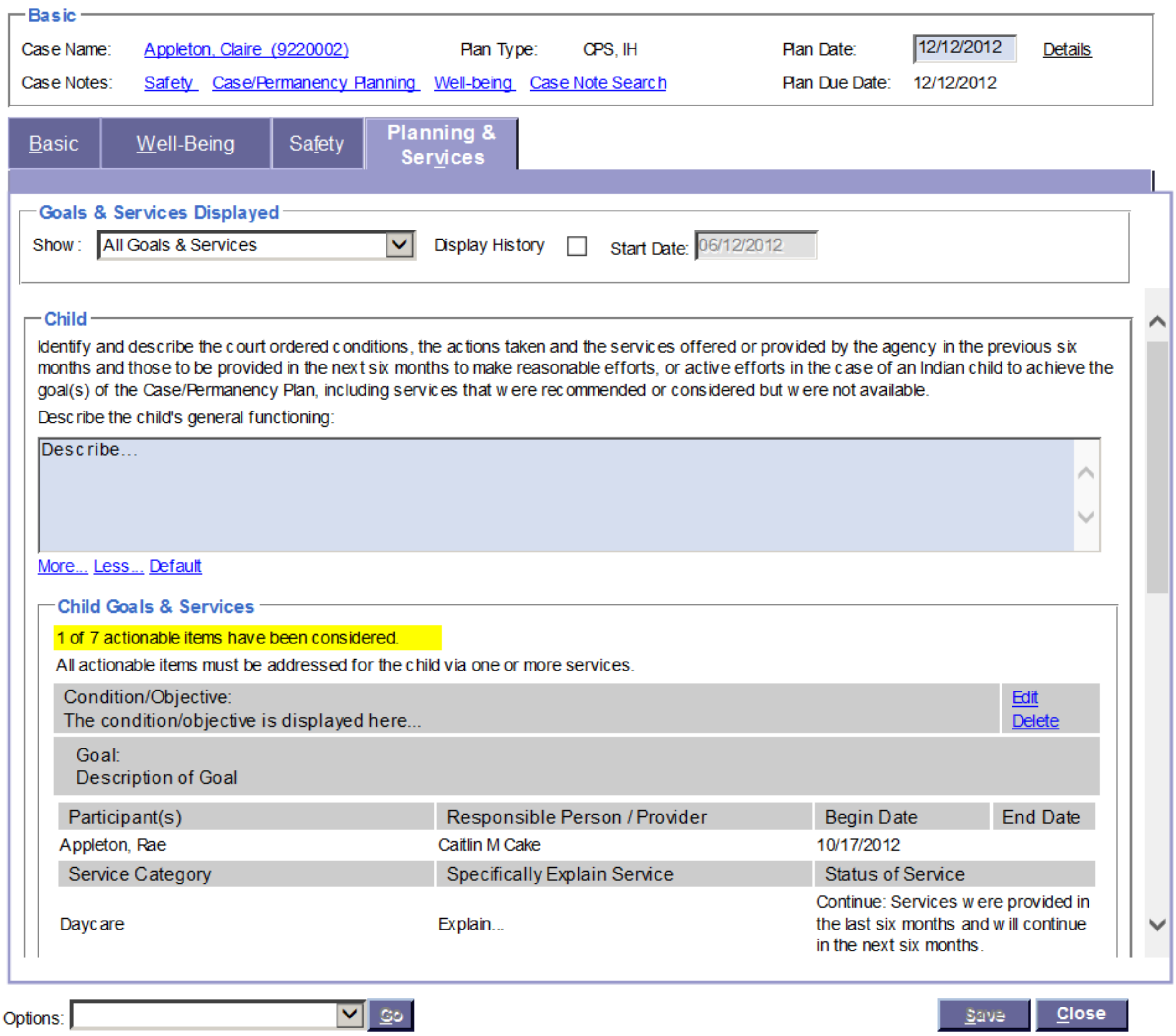


Document the Demonstrated Behavioral Change needed for safe case closure.

7. The last tab is the Planning & Services tab. By default this tab displays goals and services which were provided in the last 6 months or will be provided in the next 6 months. The 'Show' dropdown in the Goals & Services Displayed group box can be used to filter which Goals & Services display on the page. Also checking the Display History check box will display goals and services that have ended over 6 months ago.

   The Child (or Children if there is more than one person on the Case Plan) group box will pre-fill information from the most recent pending or approved Assessment, if applicable. Enter the child's general functioning information. Click Insert in the Child Goals & Services group box to add child goals and services. This will open the Goals and Services page. Click Import to copy goals and/or services from another plan on the case. This will open the Goals and Services Summary page. See step 20 on page 16 for the import feature.

   Note: The text highlighted in yellow displays the number of actionable items from CANS that need to be addressed.


Basic

Case Name: Appleton, Claire (9220002) Plan Type: CPS, IH Plan Date: 12/12/2012 Details

Case Notes: Safety Case/Permanency Planning Well-being Case Note Search Plan Due Date: 12/12/2012

Basic | Well-Being | Safety | Planning & Services

Goals & Services Displayed

Show: All Goals & Services Display History Start Date: 06/12/2012

Child

Identify and describe the court ordered conditions, the actions taken and the services offered or provided by the agency in the previous six months and those to be provided in the next six months to make reasonable efforts, or active efforts in the case of an Indian child to achieve the goal(s) of the Case/Permanency Plan, including services that were recommended or considered but were not available.

Describe the child's general functioning:

Describe...

More... Less... Default

Child Goals & Services

1 of 7 actionable items have been considered.

All actionable items must be addressed for the child via one or more services.

Condition/Objective:
The condition/objective is displayed here... Edit Delete

Goal:
Description of Goal

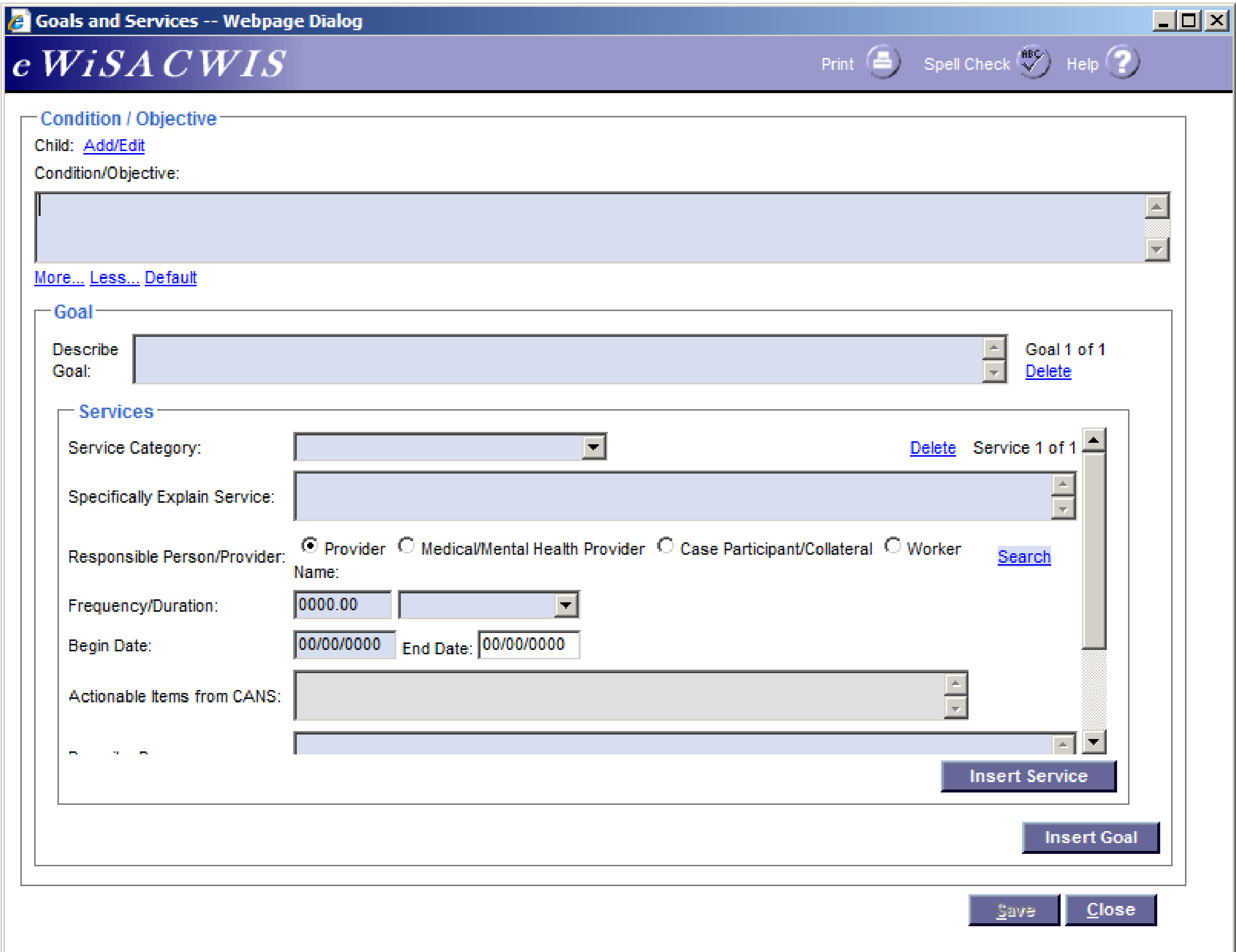
Participant(s)	Responsible Person / Provider	Begin Date	End Date
Appleton, Rae	Caitlin M Cake	10/17/2012	

Service Category	Specifically Explain Service	Status of Service
Daycare	Explain...	Continue: Services were provided in the last six months and will continue in the next six months.

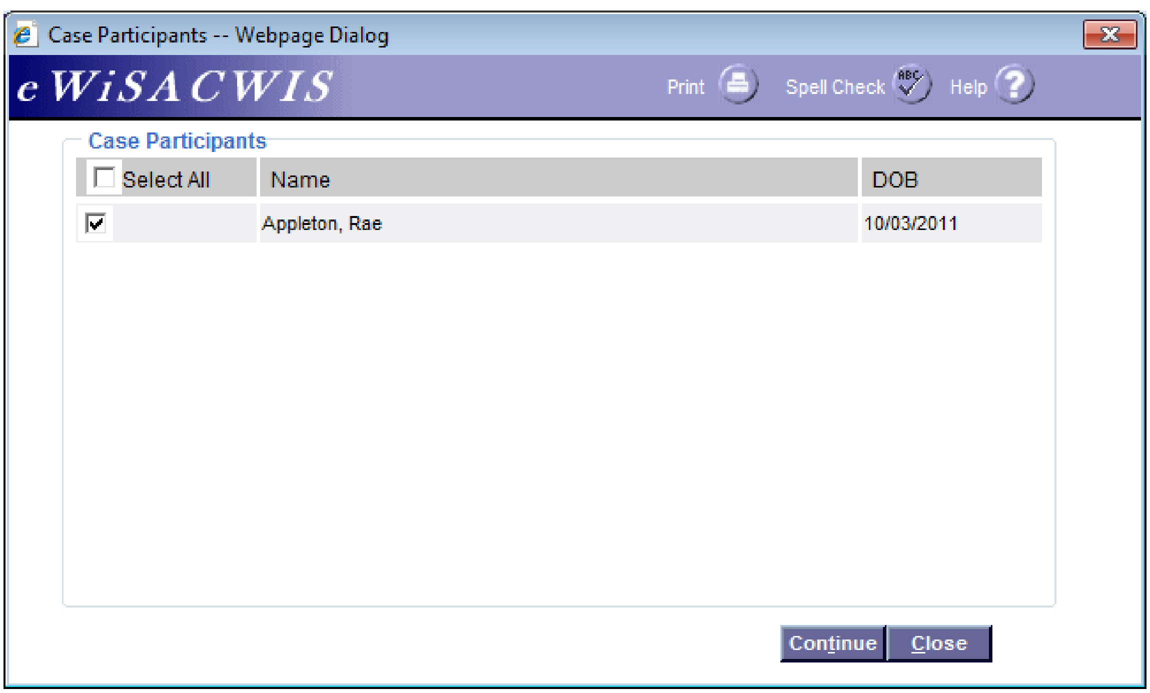
Options: Go Save Close

Note: When the plan type is unborn, the narrative field in "Child" groupbox is disbaled and it is not possible to insert or import goals and services in the "Child" groupbox. However, if both "Unborn" and children with birthdates are included on the plan, the narrative field in "Child" groupbox is enabled and it becomes possible to insert or import goals and services in the "Child" groupbox

8. On the Goals and Services page (accessed via the Insert button on the Planning & Services tab of the Case/Permanency Plan page), click the Add/Edit button to add the associated child(ren).

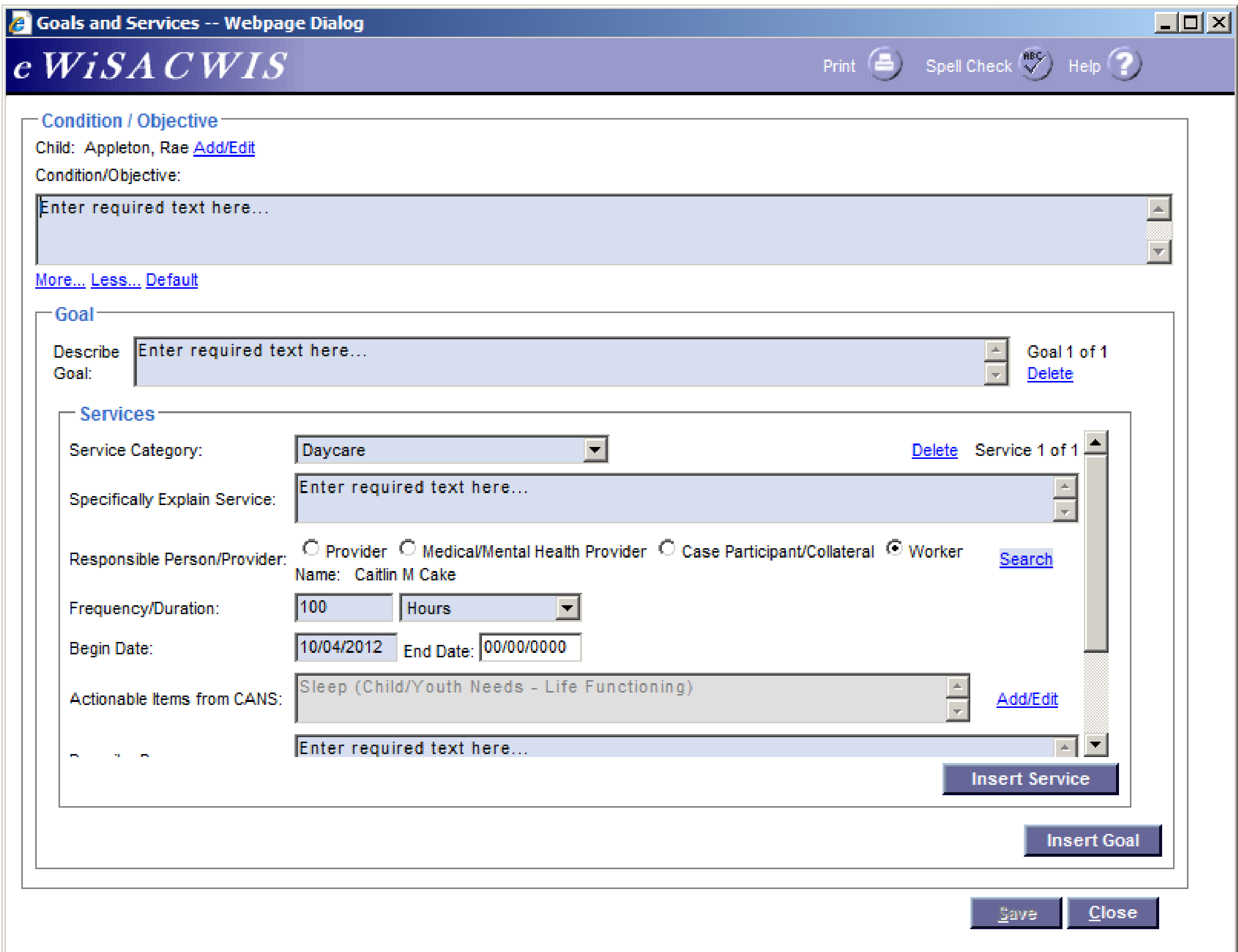


9. On the Case Participants page, select the applicable child(ren) and click Continue.



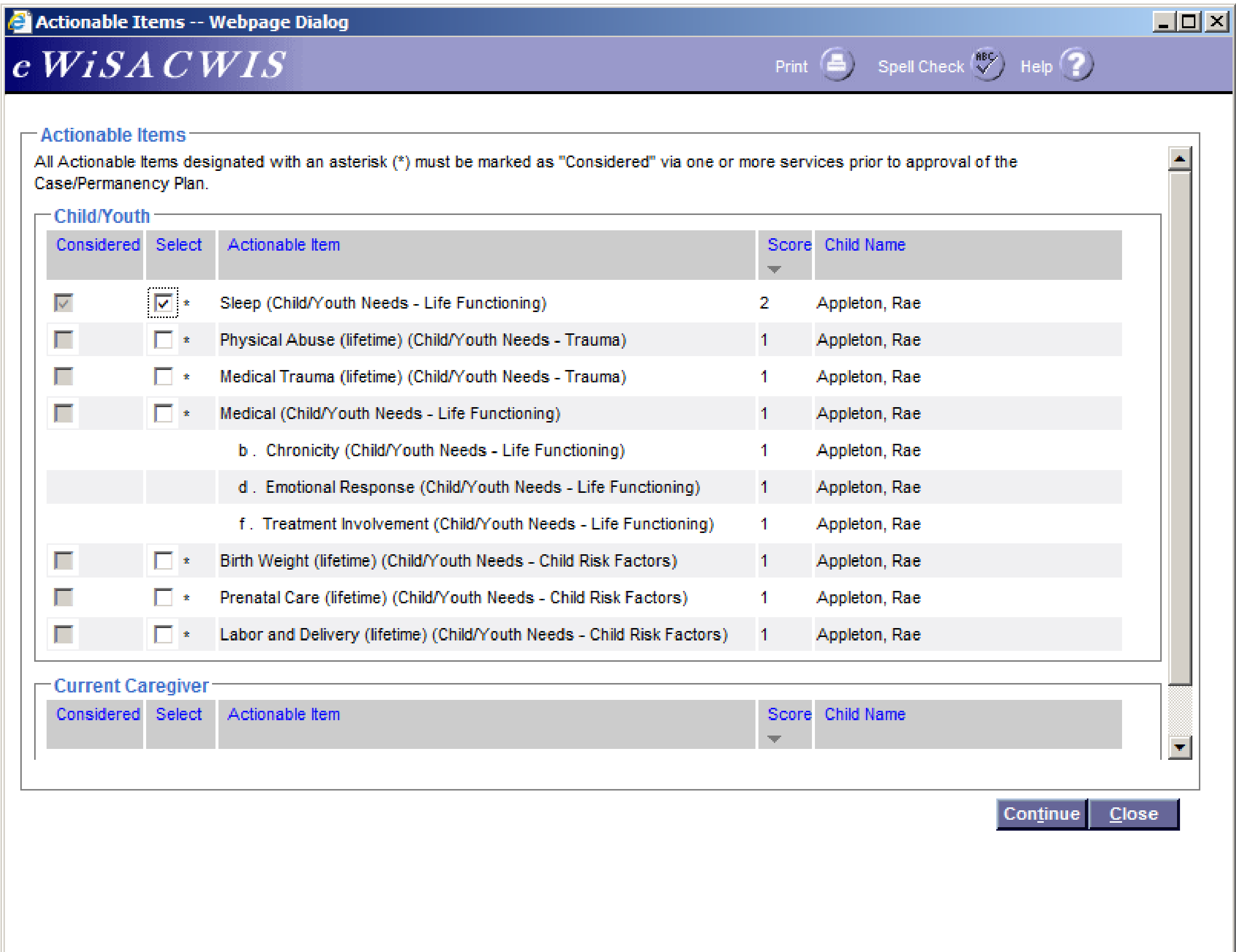
10. Back on the Goals and Services page, enter a condition/objective and describe the goal. In the Services group box, select the Service Category and explain the service. In the Responsible Person/Provider section, select the Provider, Medical/Mental Health Provider, Case Participant/Collateral or Worker radio button. Then click the Search hyperlink and search for the appropriate responsible person/provider. Enter the Frequency/Duration and Begin Date. If applicable, document the End Date. Describe the progress, select the status of the service, and document the description of the status. Click the Insert Service or Insert Goal buttons to add additional services or goals to this condition/objective. Click Save and Close to return to the Case/Permanency Plan page.

If Applicable, click on the Add/Edit hyperlink next to the Actionable Items from CANS. This will open the Actionable Items page.

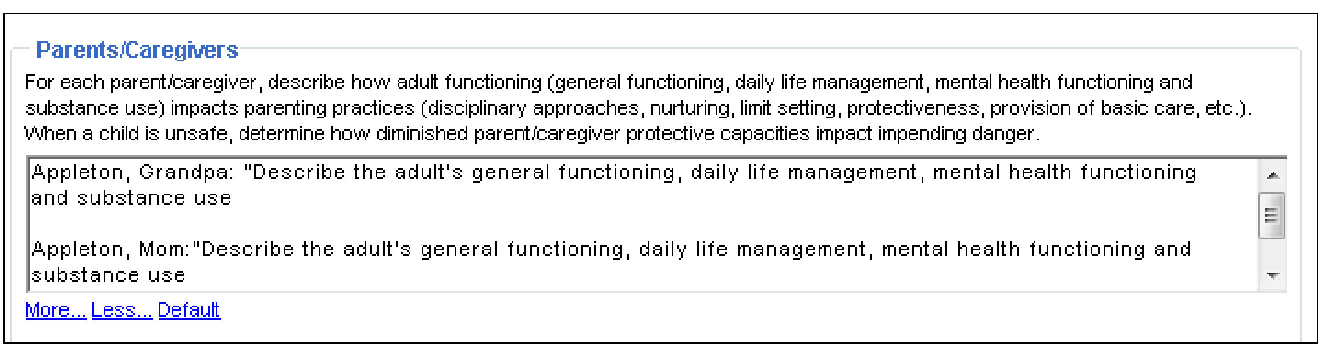


11. On the Actionable Items page, select all applicable actionable items that relate to the service. Then click Continue to return to the Case/Permanency Plan page.

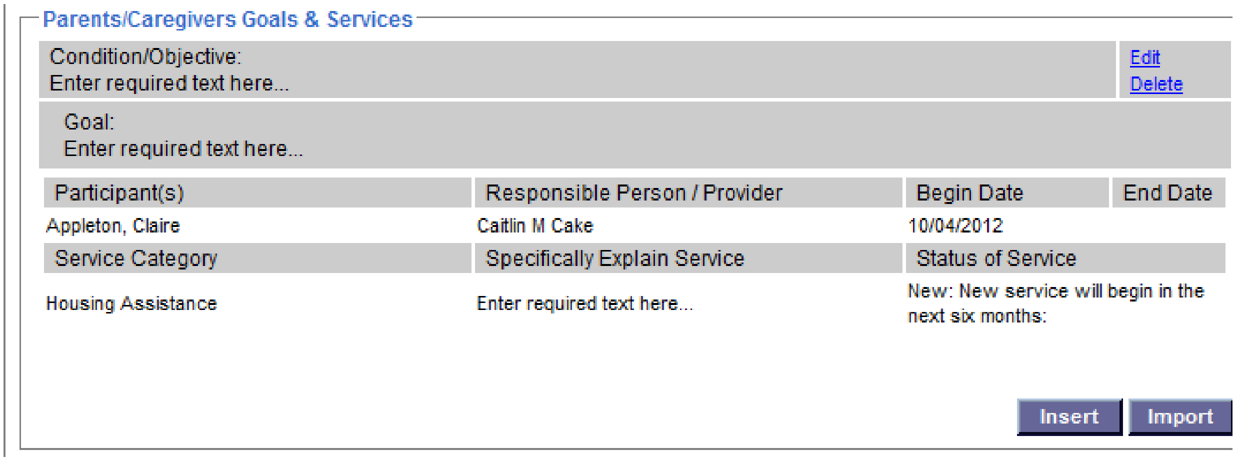
Note: This page will display all actionable items from the child's most recent CANS. Each of the items with an asterisk must be addressed with one or more service. All actionable items for the child (excludes the actionable items for the current caregiver and primary identified permanent resource) must be addressed/considered in order to approve the Case Plan.



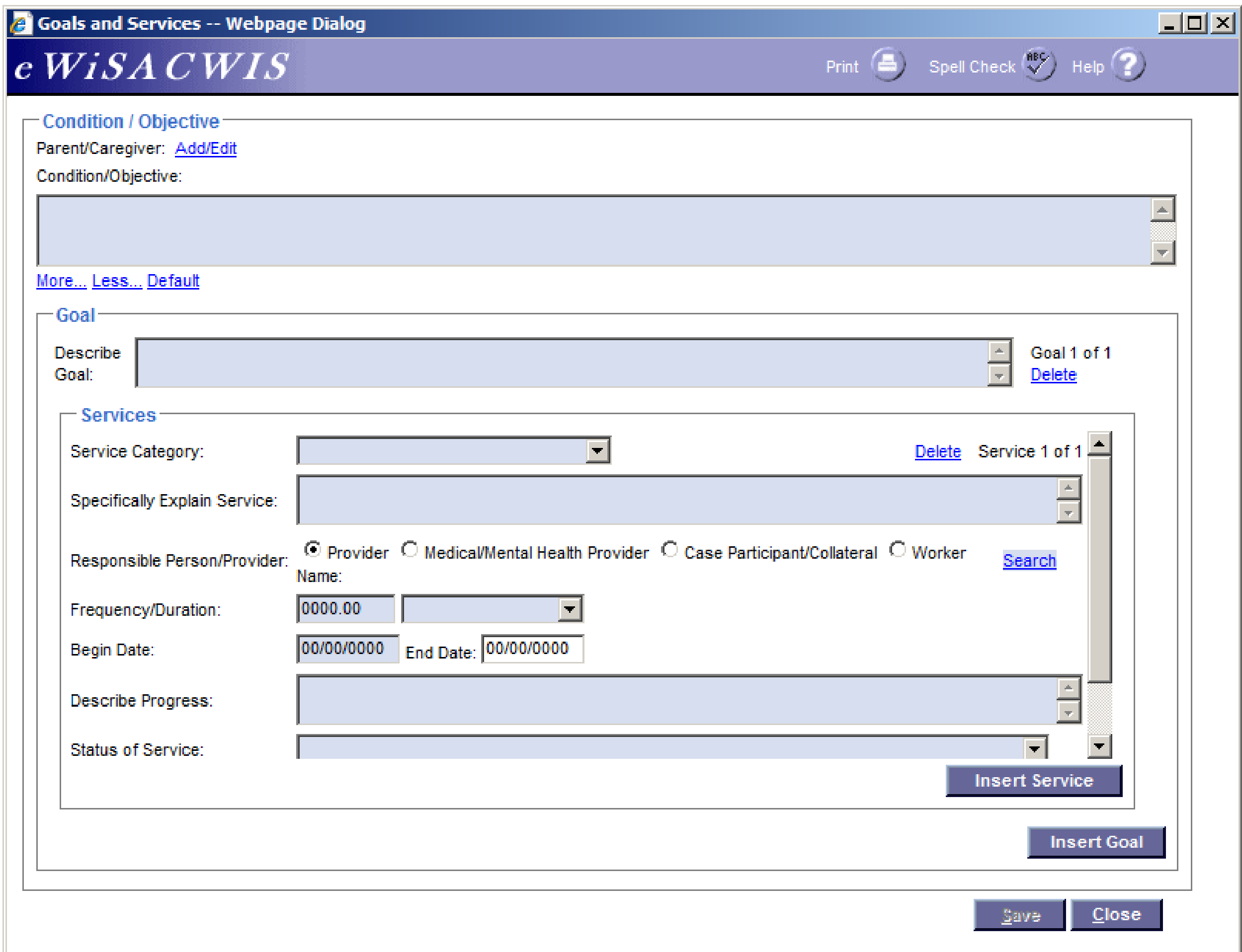
12. On the Planning & Services tab, the Parents/Caregivers group box will pre-fill information from the most recent pending or approved Assessment. This narrative box is enabled to enter additional information.



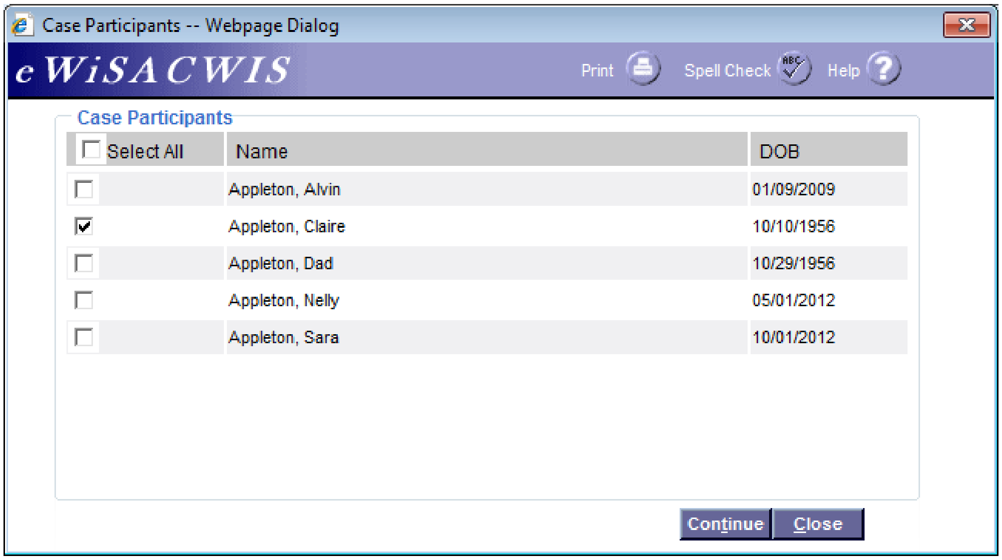
13. In the Parents/Caregivers Goals & Services group box, select the Insert button to add goals for the parents/caregiver. This will open the Goals and Services page.



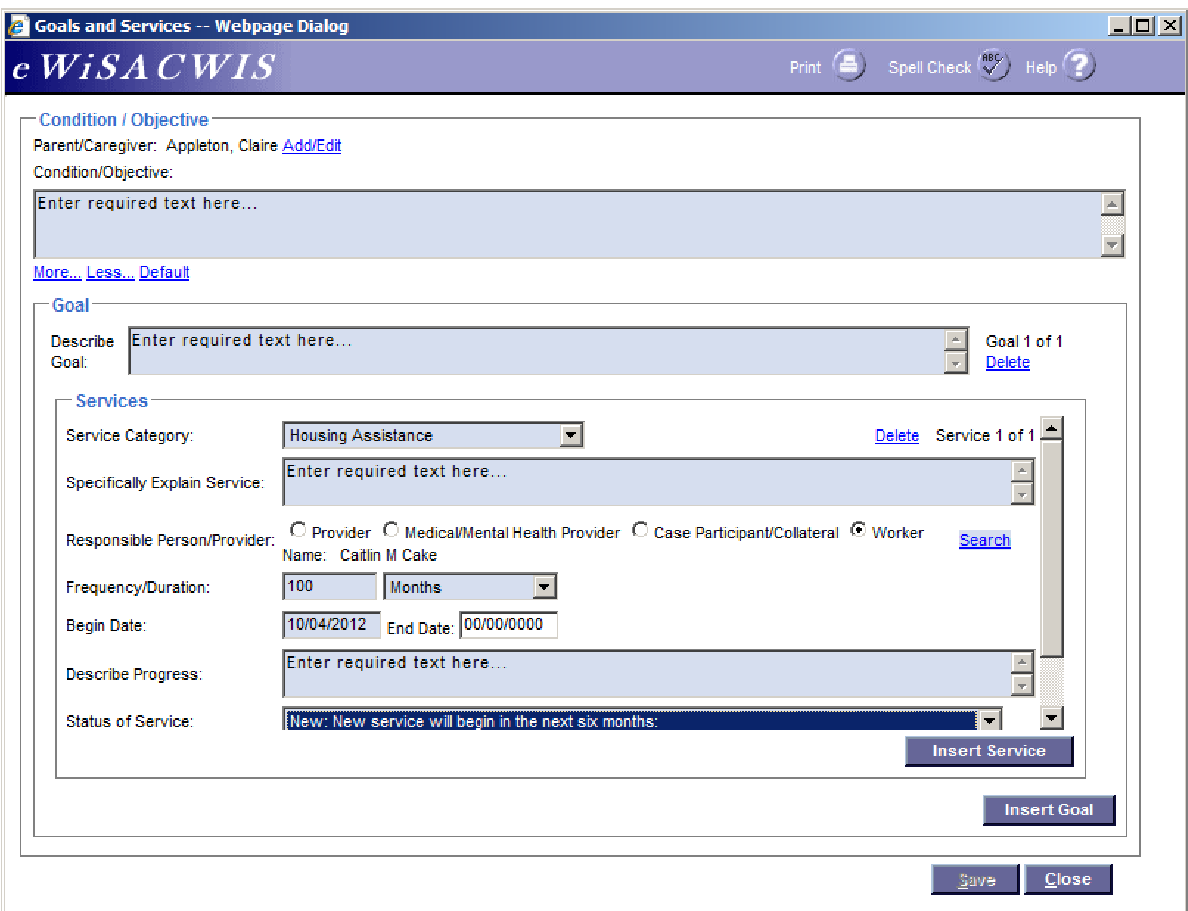
14. On the Goals and Services page, click the Add/Edit hyperlink to add the parents/caregivers these goals and services are associated to.



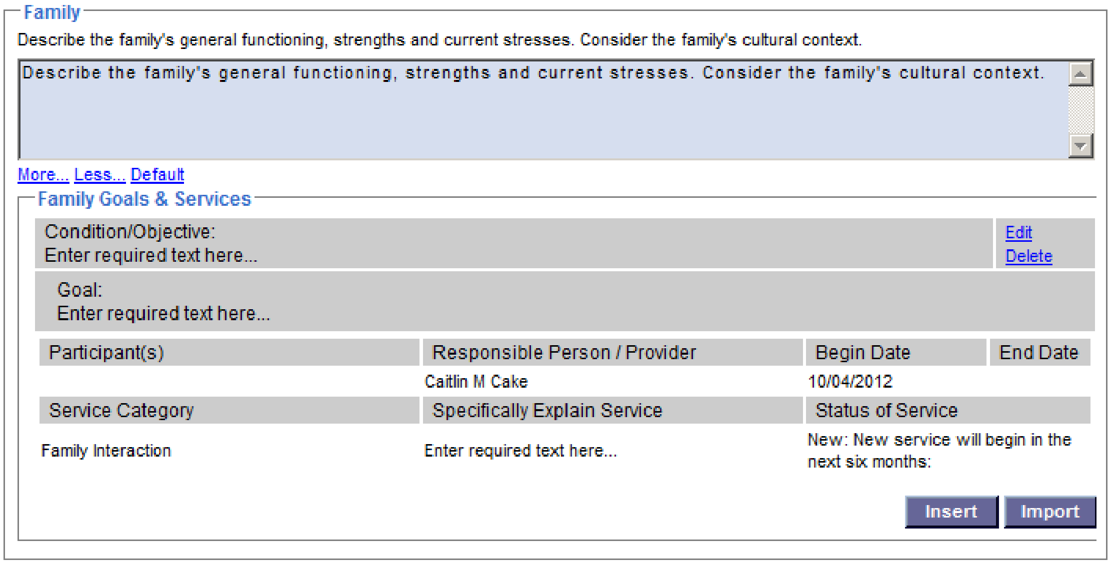
15. On the Case Participants page, select the applicable parents/caregivers. Click Continue to return to the Goals and Services page.



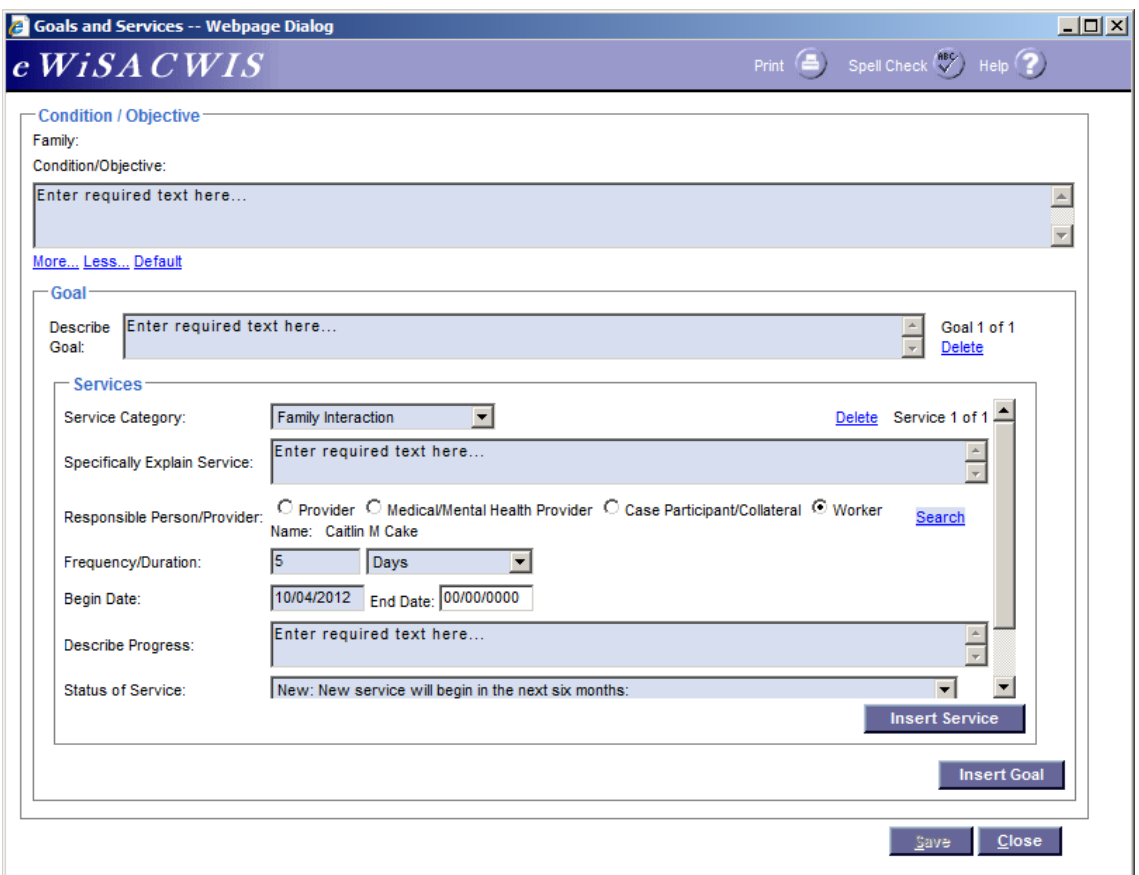
16. On the Goals and Services page, enter a condition/objective and describe the goal. In the Services group box, select the Service Category and explain the service. In the Responsible Person/Provider section, select either the Provider, Medical/Mental Health Provider, Case Participant/Collateral or Worker radio button. Then click the Search hyperlink and search for the appropriate responsible person/provider. Enter the Frequency/Duration and Begin Date. If applicable, document the End Date. Describe the progress, select the status of the service, and document the description of the status. Click the Insert Service or Insert Goal buttons to add additional services or goals to this condition/objective. Click Save and Close to return to the Case/Permanency Plan page.



17. In the Family group box, the narrative pre-fills the family's general functioning from the most recent pending or approved Assessment, if applicable. In the Family Goals & Services group box, select the Insert button to add goals and services for the family. This will open the Goals and Services page.

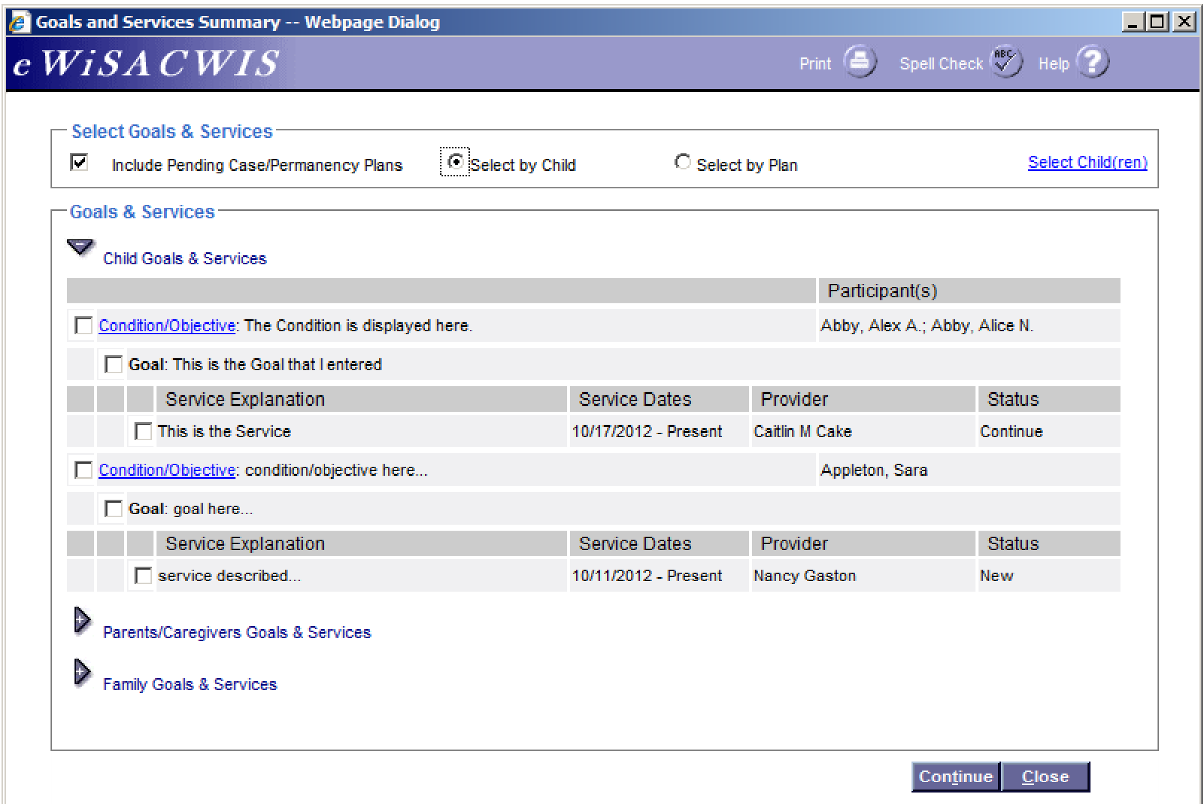


18. On the Goals and Services page, enter a condition/objective and describe the goal. In the Services group box, select the Service Category and explain the service. In the Responsible Person/Provider section, select either the Provider, Medical/Mental Health Provider, Case Participant/Collateral or Worker radio button. Then click the Search hyperlink and search for the appropriate responsible person/provider. Enter the Frequency/Duration and Begin Date. If applicable, document the End Date. Describe the progress, select the status of the service, and document the description of the status. Click the Insert Service or Insert Goal buttons to add additional services or goals to this condition/objective. Click Save and Close to return to the Case/Permanency Plan page.



19. As noted above, clicking the Import button under the Child(ren) Goals & Services, Parents/Caregiver Goals & Services, or Family Goals & Services brings up the Goals and Services Summary page. This page is used to copy goals from other Case/Permanency Plans on the case. By default, the Goals and Services Summary page will display expanded for whichever section [Child(ren), Parents/Caregiver or Family] that the Import button was clicked under. Click the button to expand the other sections.

The Select Goals & Services group box is used to filter which plans the goals and services on this page will come from. Unchecking Include Pending Case/Permanency Plans will hide any plan in a pending status.

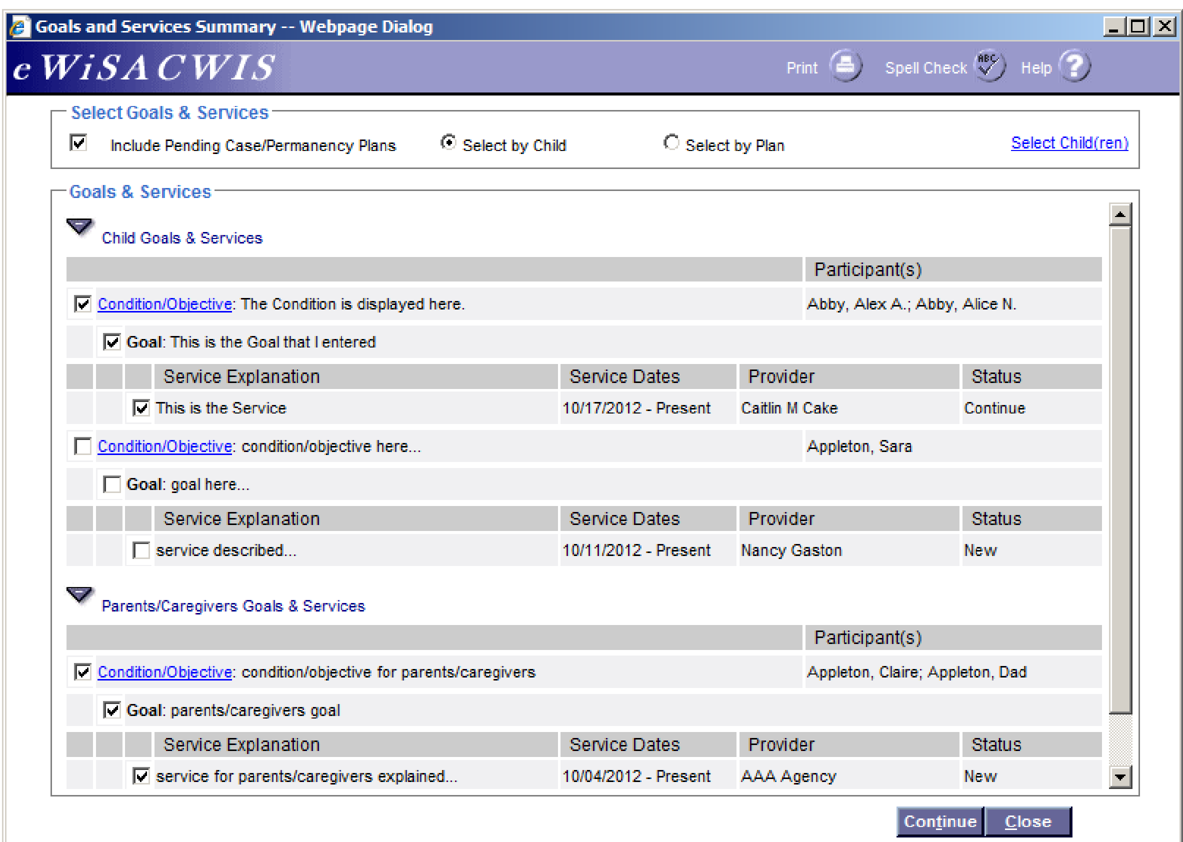


20. By default, all children in the case will be selected (the Select by Child radio button is selected). Click the Select Child(ren) hyperlink to bring up the Child Selection page to select a specific child's plan.

Select the Select by Plan radio button to bring up the Plan Selection pop-up to select a specific plan.

21. The Goals & Services group box is used to select the Condition/Objective, Goals and Services that will be copied over. Check the box next to all that apply. Click Continue to return to the Case/Permanency Plan page, the selected Conditions/Objectives, Goals and Services will appear under the corresponding Goals & Services Section.

Note: Checking the box for a Service will automatically check the box for the associated Goal and Condition/Objective.

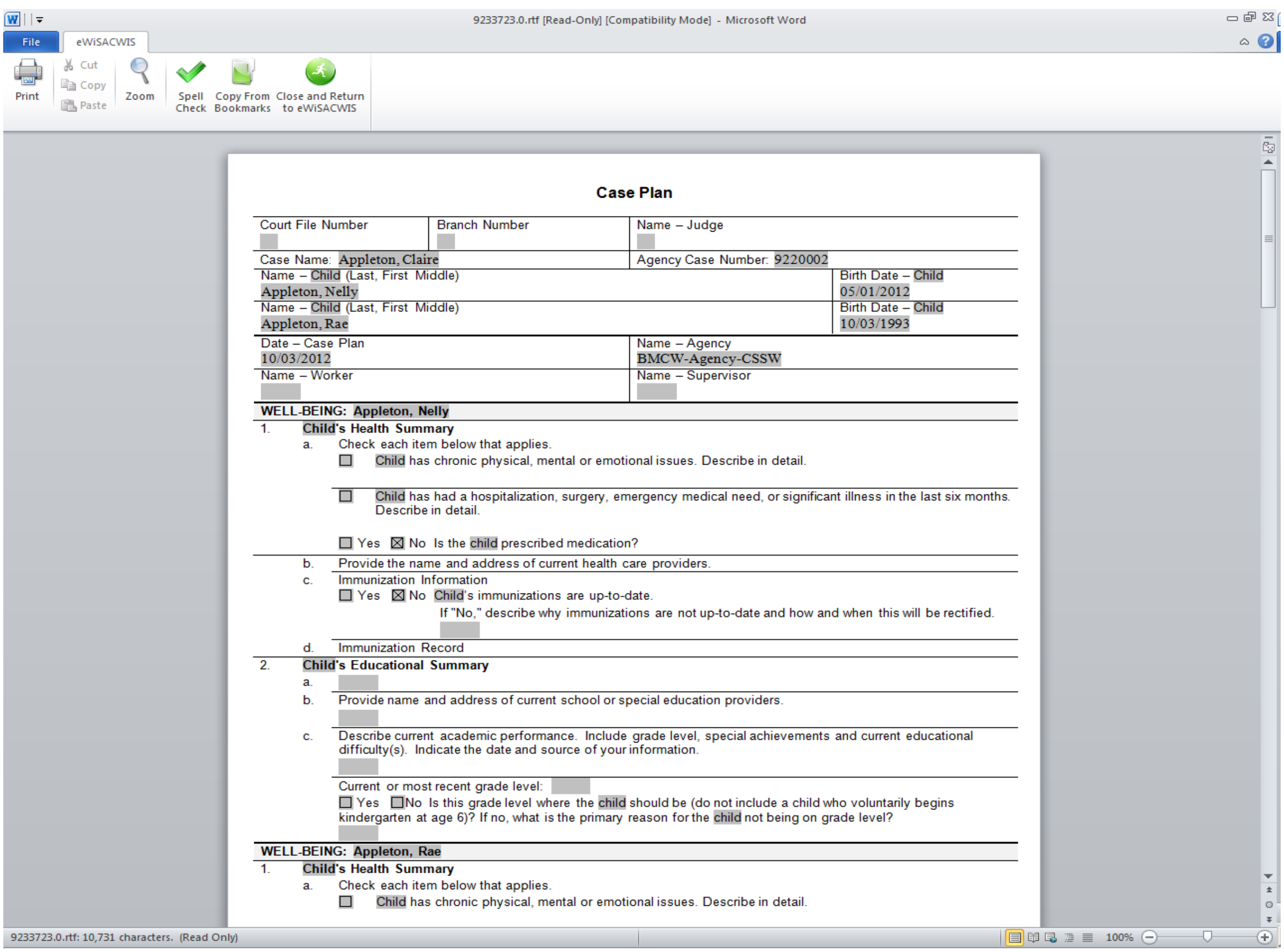


22. From the Options drop-down (on any of the tabs), you can approve the plan. Select Approval and click Go. On the Approval History page, select the Approve radio button and click Continue. On the Case/Permanency Plan page, click Save.

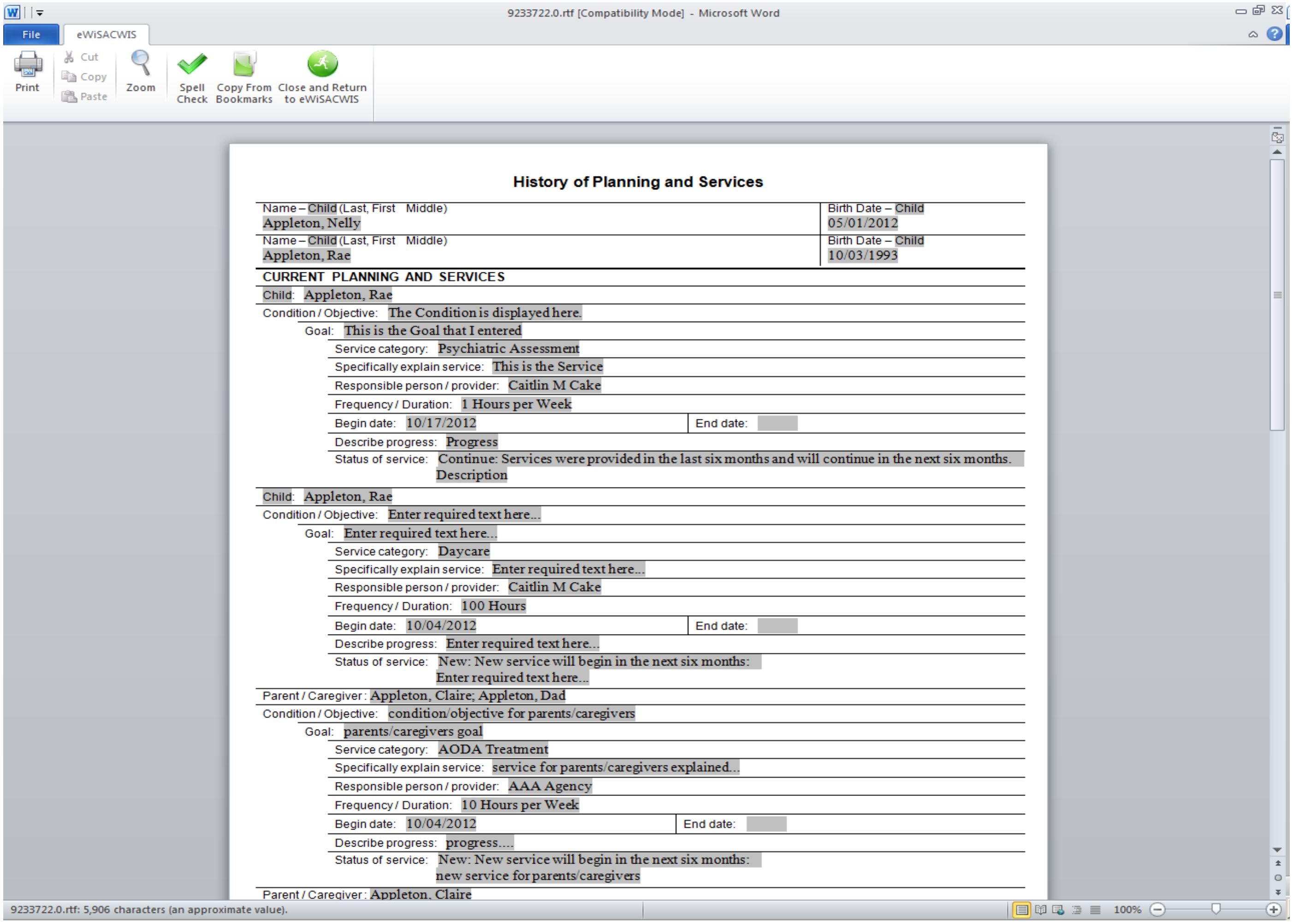
    If a future Plan Date was documented, you can update the Plan Date to today's date.

23. You can launch the Case Plan template from any tab of the plan. Select Case Plan and click Go.

    Note: The worker and supervisors names will not pre-fill to the template until after approval. The template should be printed after approval.



24. You can launch the History of Planning and Services template from any tab of the plan. This template contains the full history of Goals & Services that have been documented for the child(ren) on this plan (it does not print the selected period if the Display History check box is selected). Select History of Planning and Services and click Go.



History of Planning and Services

Name – Child (Last, First Middle) Appleton, Nelly	Birth Date – Child 05/01/2012
Name – Child (Last, First Middle) Appleton, Rae	Birth Date – Child 10/03/1993

CURRENT PLANNING AND SERVICES

Child: Appleton, Rae
Condition / Objective: The Condition is displayed here.
Goal: This is the Goal that I entered
Service category: Psychiatric Assessment
Specifically explain service: This is the Service
Responsible person / provider: Caitlin M Cake
Frequency / Duration: 1 Hours per Week
Begin date: 10/17/2012 End date:
Describe progress: Progress
Status of service: Continue: Services were provided in the last six months and will continue in the next six months. Description

Child: Appleton, Rae
Condition / Objective: Enter required text here...
Goal: Enter required text here...
Service category: Daycare
Specifically explain service: Enter required text here...
Responsible person / provider: Caitlin M Cake
Frequency / Duration: 100 Hours
Begin date: 10/04/2012 End date:
Describe progress: Enter required text here...
Status of service: New: New service will begin in the next six months: Enter required text here...

Parent / Caregiver: Appleton, Claire; Appleton, Dad
Condition / Objective: condition/objective for parents/caregivers
Goal: parents/caregivers goal
Service category: AODA Treatment
Specifically explain service: service for parents/caregivers explained...
Responsible person / provider: AAA Agency
Frequency / Duration: 10 Hours per Week
Begin date: 10/04/2012 End date:
Describe progress: progress....
Status of service: New: New service will begin in the next six months: new service for parents/caregivers

Parent / Caregiver: Appleton, Claire

25. The Case Plan will appear on the desktop under the Case/Permanency Plan icon. Click the Case Plan icon to see all of the related work associated to that Case Plan.